

# 2018 ROLES & RESPONSIBILITIES

**Black Young Professionals of Metro Detroit**

Official organization guidelines on standing roles within the organization and requirements for holding those roles. Changes require review and approval of the Executive Leadership team.

VERSION 1.2 – REVISED 3/1/2018

## Organization Roles

Each role below has an estimated number of hours per week the role consumes in parenthesis next to the title. These are HIGH estimates. The workloads vary cyclically throughout the months and across the year. The number of hours takes into account weekly meetings, attending 70% of all events, and independent work done outside of meetings.

### Executive Leadership

- **President (30 Hrs.)**  
Provide visionary, strategic, and value-based leadership of entire organization. Also serve as Executive Director of the Board of Directors.
- **Vice President (20 Hrs.)**  
Ensure all operations are in accordance with bylaws and support development of team organization members. Support president in strategic high-level organization planning.
- **Secretary (12 Hrs.)**  
Official record keeper of organization operations. Serve all levels of leadership and the Board of Directors. Take minutes, participate in planning, leadership, and board meetings. Insert opinion and thought on event planning and execution. File and upkeep official documents and notes.
- **Finance Controller/Treasurer (10 Hrs.)**  
Co-develop budget with president. Manage highly accurate ledger of incoming/outgoing funds. Develop financial reports. Oversee that event planning and execution reflects our budget needs. Work with President and Vice President to find and apply for grants.
- **Membership Chair (10 Hrs.)**  
First line of Q&A for current and potential members. Collect information on what people need and want. Feed information back into the leadership and event chairs. Oversee that event planning and execution takes the desires of our members and followers into account.

### Pillar Chairs

- **Community Service (10 Hrs.)**  
Self-driven deep community advocate position taking direction from the President. Develop and execute community service projects to engage members as volunteers in the communities of Detroit. Work with Liaisons to identify community partners to work with on projects.
- **Mentorship (10 Hrs.)**  
Self-driven young people and young adult advocate taking action on leads from the President, Vice President, and Liaisons. Develop and execute mentorship events that bring experienced members' knowledge to young people in Detroit.
- **Personal Development (12 Hrs.)**  
Self-driven Black culture and life knowledge advocate that pushes for growing consciousness and skills of our people. Develop and execute activities which open eyes and activate followers to the current operating climates. Foster discovery, learning, and growth on topics which are "hot" to the community right now, important for their professional success, long-term issues which have been neglected, and provide safe spaces for discussion of Black issues affecting young professionals.
- **Social Activities (12 Hrs.)**  
Self-driven social event planner whom is not afraid to be creative and different, but knows what people will and will not do. Develop and execute events which provide the high degrees of social connectivity and which provide fertile ground for developing relationships.

## Operational Specialists

- **Social Media specialist (10 Hrs.)**  
Create engaging and attractive posts on our social media outlets (Facebook, Instagram, Twitter, and YouTube) to drive shares, likes, and event attendance among the public. Work with PR/Marketing. Share posts from our partner organizations. Like posts of other pages. Manage our pages to cleanup SPAM comments. Quickly respond (within 24hrs) to direct messages then forward to the appropriate person for email follow-up. Ensure your work increases our Facebook page LIKES by 50% each quarter and we maximize how many people our events are “shared” with.
- **Photographer (Multiple spots open) (6 Hrs.)**  
Official photographer and video support for events. Attend at least 25% of events to take pictures using own camera and equipment. Ideally must be able to edit own pictures (color/contrast/lighting corrections and apply watermarks) and upload to Google photos for other team members to access for social media and marketing purposes. Will train/mentor those interested. Students encouraged to apply. Can apply own watermark in addition to organization logo.
- **Graphic Designer (9 Hrs.)**  
Create event flyers and maintain organization logos. Create new logos as required. Create designs for organization shirts and signage. Must have own software (such as Photoshop, Illustrator, PaintShop, etc.). Can put designs in own portfolio. Ensure the organization presents a professional, clean image through your creative work on every front (digital and print).
- **Public Relations & Marketing (11 Hrs.)**  
Write press releases and submit to media. Connect with local print publications, news reporters, and other media specialists to push our story out to broaden public’s awareness of the organization and our events. Pursue non-traditional promotion leads to spread organization’s name. Submit organization information to online directories, event listings, and other platforms.
- **Content writer (10 Hrs.)**  
Write engaging value-adding articles for main website about upcoming and past events. Learn and use proper key wording and search engine optimization approaches. Make general updates to website information using easy WYSIWYG editor and some HTML. Will train and mentor selected individual in-depth. Learn a new skill that can be used to make money later!
- **Liaison (8 Hrs.)**  
Attend partner organization activities and report back (organizations you’d be interested in being involved in). Understand their plans and be their point of contact for our organization. Also function as a general planning committee member. Identify opportunities for synergy with organizations.

## Planning Committee

- **Planning Committee Member (8 Hrs.)**

At-large generalized volunteer team giving input on planning and execution. Proactively volunteer to carryout tasks to help with planning and execution of events. Accept assigned tasks that must be completed. Take direction from applicable event chair and leadership team. Act as general staff during events to carryout high-quality execution. Be on the front line welcoming and connecting with new people and members.

## Requirements for Involvement

The entire team of Black Young Professionals of Metro Detroit operates as a unit. You will become part of a team that is looking out for Detroit like none other. Your professionalism, enthusiasm, perseverance, and ideas will be raised to the highest levels of the city for all to make note. The leadership team will work exhaustingly to ensure everyone on the team is able to gain and grow from what we all ask of each other. As a unit, we will become a core of friendship for the organization's stability, and we will connect both inside and outside of the organization's walls.

To enable us all to have a fair and open opportunity to do our best as an organization, we all must observe the following guidelines to foster success and prevent undue burden:

- 1) Attendance at weekly Sunday meeting 4pm-6pm. Meeting may be in-person or call-in. Must support every meeting with no less than 24hrs advanced notice if you cannot attend. Must avoid being absent from more than one meeting a month. Our plans move fast and missing one meeting can be costly.
- 2) Always engage others and their ideas, critique our plans, and push for your own ideas too. Never sit silent. Never settle for other's ideas if you think we should do something different or better.
- 3) Must attend at least 70% of the organization's events in support capacity or as agreed with leadership team.
- 4) Maintain online mobile presence and respond to messages in our Slack channel as the official means of remote communication and planning outside of meetings. This is done during reasonable hours throughout the week.
- 5) Adherence and execution of all organization related activities in accordance with our internal values.
- 6) Adherence and execution of your specific role in accordance with the role narrative.
- 7) Agree to engagement promise term of no less than 1 calendar year, not including the initial 90-day probationary period.

## Internal Values

These are our truths. These are the enablers for our vision on how we operate. These values uphold our vision of Black excellence in all that we do. You must identify with these values to be part of the internal planning team. Please review the list of internal values as provided to you as a candidate, and determine if you feel comfortable with them before proceeding.